

**Discretionary Grants Fund**

**PROJECT APPLICATION FORM**

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| 1. **Some information before you start**
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| * Please complete one application form per project
* Applications need to be in by 5pm on Monday 31st March 2025
* Decisions will be made by the Council on Wednesday 30th April 2025
* Your project will not be considered if it has started before this application has been assessed
* No late applications will be considered, unless granted prior approval
* Please check your application meets the criteria before submitting it – see section B
* Send your application:

Please complete all questions, attach all supporting documents, and send to either of the following:Email; or deliver by hand to:CEO@kaikoura.govt.nz Level 2, 96 West End Kaikoura   |
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| 1. **Criteria for your application**

The criteria for the Discretionary Grants Fund is set out below. Please indicate **Yes** or **No** in the boxes below. Please note that your application may not be eligible for funding if the criteria is not met. To be eligible for funding, you must be a not-for profile organisation (for example not a business which makes a profit).

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| **Questions** | **Yes** | **No** |
| Is this a not-for-profit organisation?  |  |  |
| Does it provide services to the wider community or specific sectors in the Kaikōura community? |  |  |
| Are you able to supply verified Annual Accounts? |  |  |
| Can you provide verification of charitable status (if applicable – if not applicable write N/A in the ‘no’ box)  |  |  |
| Have you accounted for expenditure of funds specifically for grants received?  |  |  |
| There must be a contribution from the applicant towards the cost of the activity applied for – is this documented in the application? |  |  |
| Confirm you are applying as a group/organisation |  |  |
| Has the project started? |  |  |
| Have you completed reporting on previous grants received? (If applicable – if not applicable write N/A in the ‘no’ box) |  |  |

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| 1. **Tell us about yourself**
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| Full name of individual or group |       |
| Sector  | [ ]  Arts & Culture [ ]  Sport [ ]  Environmental[ ]  Community Welfare [ ]  Heritage [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| Contact name |       |
|  |
| Address |       |
|  |
| Post code |       |
|  |
| Telephone number(s) |       |
|  |
| Email |       |

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| 1. **Description of your project**
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| Briefly describe your project by answering the questions overleaf  |
| **The idea/kaupapa –** What is it you want to do? |       |
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| **The benefits –**How will your project benefit Kaikōura? |       |

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| **The process –**How will you carry out your project, and where and when? |       |
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| **The people –**Who is involved? (include brief information about key individual or organisations) |       |

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| 1. **The budget**
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| Are you registered for GST? | **[ ]**  | Yes | **[ ]**  | No | GST number |  |  |  |  |  |
| Applicants that are **not** GST-registered need to provide budget figures that **include** GST |
| Successful applicants who **are** GST-registered need to provide budget figures that **exclude** GST. Successful applicants who are GST-registered must submit a separate GST invoice if successful.  |
| Include copies of written quotes provided by supplier, facilitator or vendor etc. Your budget must reconcile with the quotes provided. |
| **Total Project Costs e.g. materials, venue hire, promotion, equipment hire, personnel costs** | **Amount** |
|  |       |
|  |       |
|  |  |
| **(a) Total cost** |  |
| **Project Income e.g. ticket sales, etc** | **Amount** |
|       | **$** |
|       | **$** |
|       | **$** |
| **Other sources of income e.g. other grants, donations, own contribution, existing funds, expected fundraising** |  |
|       |  |
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| **(b)Total funds available** |  |
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| **Amount requested from Discretionary Fund** |  |
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| 1. **Financial background**
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| Tell us about any other funding you have applied for or received for this project. |
| **Date applied** | **Source of funding** | **Type of funding** (eg, a loan, grant and what it will be used for) | **Amount requested** | **Is funding confirmed?** If yes how much. If you are still waiting for response, when will you know? |
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| Individuals and groups must provide bank account details for the payment of the grant. If you are GST registered you will also be required to provide a GST Invoice if you are successful in your application.**Continue to Declaration on next page…** |
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| 1. **Declaration**
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| I declare that the information supplied here is correct. If the application is successful, I/we agree to – |
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| * complete the project within a year of the funding being approved
* complete and return a project accountability form (which will be sent with the grant)within two months after the project is completed
* participate in any funding audit of my organisation or project conducted if required
* inform the Council of any public event or presentation that is funded by the grant
* acknowledge the assistance of the grant verbally at event openings, presentations, performances and such like
 |
| I understand that the | **KAIKOURA DISTRICT COUNCIL** |
|  |
| Is bound by the Local Government Official Information and Meetings Act 1987. I also consent to it recording the personal contact details provided in this application, retaining and using these details, and disclosing them to KDC for the purpose of evaluating the Fund. I understand that my name and brief details about the project may be released to the media or appear in publicity material. I undertake that I have obtained the consent of all people involved to provide these details. We understand that I have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993. |
| Please name two people for your project and sign below |
| **First contact name** |  |
|  |
| **Signature** |  |
|  |
| **Second contact name** |  |
|  |
| **Signature** |  |
|  |
| **Date** |  |

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| 1. **Final Check**

Make sure you have |
| **[ ]**  | Completed all sections |
| **[ ]**  | Checked that the budget balances |
| **[ ]**  | Provided quotes, bank account details |
| **[ ]**  | Meeting the criteria |